



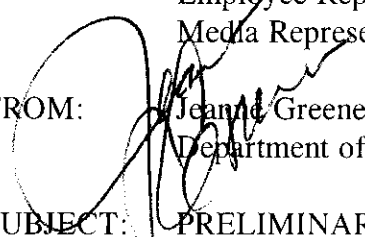
DEPARTMENT OF PERSONNEL

209 E. Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
www.state.nv.us/personnel/

MEMO PERD #40/01

November 2, 2001

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM:  Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on December 7, 2001. This meeting will be held at the Grant Sawyer Building, Room 4412, 555 East Washington Avenue, in Las Vegas beginning at 9:00 a.m. This meeting will also have a video conference link to Carson City at the Legislative Building, Room 2144, 401 South Carson Street.

- I. Call to Order - 9:00 a.m.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Classes Subject to Pre-Employment Screening for Controlled Substances
 - A. Program Officer I - Department of Corrections
 - B. Pharmacist III - Department of Human Resources
- V. *Approval of Proposed Class Specifications
 - A. Capitol Police Officer I
State Peace Officers Council

V. *Approval of Proposed Class Specifications (cont'd)

B. Conservation Camp series
Forestry Staff Specialist

Dan Holbrook, Forester IV, Dept of Conservation & Natural Resources, Forestry Div.

VI. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284

A. Changes due to statutory revisions, requests by interested parties, and proposals by the Department of Personnel

Sec. 1	New Section	Extended military leave for active military service
Sec. 2	NAC 284.132	Temporary classifications
Sec. 3	NAC 284.194	Granting or withholding of increase in salary based on merit
Sec. 4	NAC 284.398	Transfer to classified service
Sec. 5	NAC 284.442	Length of probationary period
Sec. 6	NAC 284.526	Computation for payments for holidays
Sec. 7	NAC 284.575	Catastrophic leave: Interpretation of certain statutory terms
Sec. 8	NAC 284.576	Catastrophic leave: Use; notice; powers and duties of appointing authority
Sec. 9	NAC 284.587	Civil leave with pay for acting as a fireman or meeting other emergency
Sec. 10	NAC 284.612	Layoffs; Definitions
Sec. 11	NAC 284.614	Layoffs; Procedure

B. Changes resulting from a comprehensive review of the Compensation Section

Sec. 1	New Section	"Base rate of pay" defined
Sec. 2	New Section	"Full-time employee" defined
Sec. 3	New Section	"Full-time employment" defined
Sec. 4	New Section	"Normal rate of pay" defined
Sec. 5	New Section	"Non-exempt employee" defined
Sec. 6	New Section	"Paid status" defined
Sec. 7	New Section	"Part-time employee" defined
Sec. 8	New Section	"Part-time employment" defined
Sec. 9	New Section	"Pay class" defined
Sec. 10	New Section	"Positive reporting employee" defined
Sec. 11	New Section	Pay progression date; service time considered
Sec. 12	New Section	Use of compensatory time off
Sec. 13	New Section	Compensable hours on a holiday; scheduling of hours
Sec. 14	NAC 284.0637	"Excluded classified employee" defined
Sec. 15	NAC 284.0638	"Excluded unclassified employee" defined
Sec. 16	NAC 284.066	"Grade" defined

VI. *Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

B. Changes resulting from a comprehensive review of the Compensation Section (cont'd)

Sec. 17	NAC 284.102	"Step" defined
Sec. 18	NAC 284.158	Grade represents salary range; official base rates are semimonthly or biweekly
Sec. 19	NAC 284.170	Initial rate of salary; effect of promotion, demotion, transfer, reappointment or reemployment; minimum step for continuous employee
Sec. 20	NAC 284.182	Pay progression date; adjustment and retention of date
Sec. 21	NAC 284.186	Date of promotion coinciding with pay progression date
Sec. 22	NAC 284.190	Automatic advancement
Sec. 23	NAC 284.194	Granting or withholding of increase in salary based on merit
Sec. 24	NAC 284.204	Adjustment of steps within same pay grade
Sec. 25	NAC 284.206	Special adjustments to salaries
Sec. 26	NAC 284.208	Compensation for dangerous duty or duty involving physical hardship
Sec. 27	NAC 284.210	Compensation for differentials in shifts
Sec. 28	NAC 284.214	Compensation for being called back to work; compensation for person required to appear as witness
Sec. 29	NAC 284.218	Compensation for standby status
Sec. 30	NAC 284.220	Change of time to or from daylight savings time
Sec. 31	NAC 284.242	Authorization of overtime
Sec. 32	NAC 284.248	Overtime: Employee who works in two positions; exceptions
Sec. 33	NAC 284.250	Compensation for overtime
Sec. 34	NAC 284.252	Compensatory time: Payment for excessive accumulation; use not to be reasonably denied
Sec. 35	NAC 284.253	Compensatory time: Amount of payment
Sec. 36	NAC 284.2535	Compensatory time: Firemen
Sec. 37	NAC 284.254	Compensation for overtime upon transfer
Sec. 38	NAC 284.258	Compensation for time spent traveling
Sec. 39	NAC 284.262	Applicability of plan to encourage continuity of service
Sec. 40	NAC 284.270	Longevity pay: Employee's ratings
Sec. 41	NAC 284.274	Longevity pay: Dates for payment and eligibility
Sec. 42	NAC 284.278	Longevity pay: applicable formulas
Sec. 43	NAC 284.282	Longevity pay: Eligibility under particular circumstances
Sec. 44	NAC 284.284	Longevity pay: Return to state service
Sec. 45	NAC 284.290	Retained rates of pay
Sec. 46	NAC 284.294	Reimbursement for furnishing own tools
Sec. 47	NAC 284.526	Computation of payments for holidays
Sec. 48	NAC 284.530	Compensation for working on holiday
Sec. 49	NAC 284.5395	Annual leave: Payment upon separation from service

VI. *Regulation Changes to Nevada Administrative Code, Chapter 284 (cont'd)

B. Changes resulting from a comprehensive review of the Compensation Section (cont'd)

Sec. 50	NAC 284.706	Notification of improper employment or payment
Sec. 51	NAC 284.162	Repealed
Sec. 52	NAC 284.166	Repealed
Sec. 53	NAC 284.202	Repealed
Sec. 54	NAC 284.534	Repealed

VII. *Classification Appeals

A. Mike Draper and Lloyd Jones, Supply Assistant
Department of Administration, Printing Division

B. Johnny McCuin, Administrative Services Officer II
Department of Corrections

VIII. *Request for Exception to NAC 284.377 per NAC 284.375(2)
Department of Transportation

IX. Uncontested Classification Action Report

X. Selective Certification

XI. Special Reports

XII. Comments by the General Public

XIII. Select Date for Next Meeting

XIV. *Adjournment

** Indicates item will be voted on by the Personnel Commission*

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Carol Thomas, Chief of Technical Services, Nevada State Personnel, at (775) 684-0119.

NOTE: We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no later than five working days prior to the meeting.